



## DEFENSE CONTRACT MANAGEMENT AGENCY

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JAN 01 2019

### MEMORANDUM FOR COMPONENT HEADS

SUBJECT: DCMA Policy-type Memorandum 18-005, "Purchase Request Package"

References: DCMA Instruction 140, "Purchase Request Package," December 9, 2013,  
as amended  
DoD Directive 5000.01, "The Defense Acquisition System," May 12, 2003,  
as amended  
DoD Instruction 5000.02, "Operations of the Defense Acquisition System,"  
January 7, 2015, as amended  
DoD Instruction 5000.74, "Defense Acquisition of Services," January 5, 2016  
as amended  
DoD Instruction 5000.75, "Business Systems Requirements and Acquisition,"  
February 2, 2017

**Purpose.** This DCMA Policy-type Memorandum (DCMA-PTM) updates policies and procedures for DCMA Instruction (DCMA-INST) 140, "Purchase Request Package" and establishes Management Internal Controls to mitigate risks.

**Applicability.** This DCMA-PTM applies to DCMA personnel requesting internal or external contracted supplies or services.

**Policy.** It is DCMA policy that:

- Personnel adhere to DCMA-INST 140, "Purchase Request Package."
- All DCMA contracts require an Acquisition Plan (AP) regardless of dollar value. APs are developed by a program manager in coordination with a Multi-Functional Team to ensure products and/or services are acquired utilizing the most efficient approach and result in the best value for the Government. For proposed acquisitions greater than \$1 million, a formal AP must be completed (Reference DCMA-INST 140, Paragraph 3.22.).
- The requiring activity (RA) develop Performance Work Statements (PWSs) that describe the required results in clear, specific, objective terms with measurable performance standards and methods to assess contractor performance against the standards (Reference DCMA-INST 140, Paragraph 3.12.).
- The requiring activity develop Quality Assurance Surveillance Plans (QASP) for service contracts greater than the simplified acquisition threshold (SAT). Each performance objective in the PWS will be linked to the inspection method identified in the QASP (Reference DCMA-140,

INST 140, Paragraph 3.14.).

- RA develop Contract Data Requirements List (CRDL) on DD Form 1423 for "requirements associated with the development, generation, preparation, modification, maintenance, storage, retrieval, and/or delivery of data" (updates DCMA-INST 140, Paragraph 3.15.).

### **Responsibilities.**

- The RA, in conjunction with other personnel, ensure the following documents are created and approved: AP, PWS, QASP, and CDRL, if applicable (updates DCMA-INST 140, Paragraph 2.10.).
- The requiring activity will use the Acquisition Requirements Roadmap Tool (ARRT) to develop the PWS, Performance Requirements Schedule (PRS), and QASP. The ARRT can be found at <http://sam.dau.mil/ARRTRegistered.aspx>.

### **Procedures.**

- The RA adheres to the Acquisition Review Board (ARB) process. The Purchase Request (PR) package must be submitted with all required acquisition documents IAW the PR Package Checklist to support the procurement of supplies and services (See Resource Page).

**Management Internal Controls (MIC).** MICs are sound management practices and play an important role in achieving business and mission objectives throughout DCMA. The MIC purpose is to mitigate risks in mission-essential processes and provide oversight and accountability.

<b>TASK</b>	<b>RISK</b>	<b>INTERNAL CONTROL</b>
<u>Acquisition Plans (APs)</u>	<ul style="list-style-type: none"> <li>• Poor strategy and unjustifiable acquisition outcomes</li> <li>• Incorrect appropriation selected</li> </ul>	<ul style="list-style-type: none"> <li>• All APs will be briefed to, and approved by, the ARB prior to release of solicitation</li> <li>• Director, Procurement Center, will not accept procurements without an AP</li> </ul>
<u>Performance Work Statements (PWS)</u>	<ul style="list-style-type: none"> <li>• Poorly defined PWS that may not meet the performance needs required to successfully execute DCMA's mission</li> <li>• Increased time for proposal evaluations when PWS does not have defined objectives</li> <li>• Government will not receive the correct/proper services</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Procurement Center, will return PR packages that do not include a PWS that describe the required results in clear, specific, objective terms with measurable performance standards and methods to assess contractor performance against the standards.</li> </ul>
<u>Quality Assurance Surveillance Plans (QASP)</u>	<ul style="list-style-type: none"> <li>• Government will not have detailed process for continuous oversight of performance to effectively assess the contractor's performance</li> <li>• Government may receive services that are late, deficient, or outside the scope of the contract</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Procurement Center, will return PR packages that do not include a QASP</li> </ul>

	<ul style="list-style-type: none"> <li>• Contractor not performing according to the contract terms or conditions</li> </ul>	
<u>Contract Data Requirements List (CORL)</u>	<ul style="list-style-type: none"> <li>• When CORL is required in PR package, the Government's data requirements and distribution may not be clearly defined</li> <li>• Government will not have record of deliverables due</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Procurement Center, will return PR packages that require a CORL (those that develop, generate, prepare, modify, maintain, store, retrieve, and /or deliver data)</li> </ul>

**Labor Codes.** Located on Resource Page

**Resource Page.** <https://360.dcma.mil/sites/policy/AQ/SitePages/140r.aspx>

**Releasability.** Cleared for public release.

**Effective.** This DCMA-PTM 18-005 is effective immediately and will be converted to a new DCMA instruction or manual. This PTM will expire effective 12 months from the date of issuance.



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